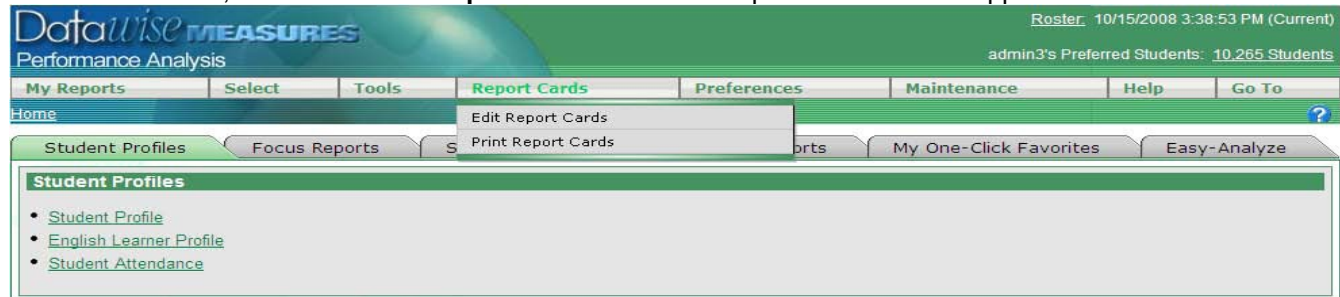




The following document will show you how to edit and print the TRUSD Standards-Based Report Card.

To Find the Report Cards

Log into **Measures**, click on the **Performance Analysis** tab, click on **My Reports**, click on the **Report Cards** main menu button, then select **Edit Report Cards** from the drop-down menu that appears.



You are now on the **Standards-Based Report Cards Data Entry** screen. This screen is used for searching and retrieving specific student report cards and will automatically take you to your current reporting period.

A screenshot of the "Standards-Based Report Cards Data Entry" form. The form has a light blue background and contains several dropdown menus and text input fields. The fields are: "Beginning School Year" (set to 2008), "Reporting Period" (set to 3), "Subject" (set to All), "School" (set to Fairbanks Elementary - 450), "Grade" (set to 05), "Teacher" (set to Voigt, Heather - 42), and "Student" (set to Robinson, Marcus B-W - 50005327). There are "Show Templates", "Done", and "Retrieve" buttons.

Click on the **Student** drop-down menu to select a student from your class list.

Editing Report Cards

After retrieving a student, the actual report card will appear for you to add comments, goals and grades.

Complete the **Teacher Comment** and **Student Goal(s)** section per district guidelines.

If you need a report card in Spanish, click the **Alternate Language** button in the upper left corner of the screen. This will provide boxes for **Teacher Comments** and **Student Goals** in both languages (English & Spanish). Clicking the **Alternate Language** button will result in the printing of report cards in both languages. (*The Measures Standards Based report card program does NOT translate teacher comments or student goals.*)

Below comments and goals is the section of the report card for entering grades. Wherever you see a drop down menu arrow, enter a mark/grade.

***When finished with the report card, click the **Save** button in the upper right corner of the screen.

To navigate to the next student's report card, click the **Next Student** drop-down menu and select the student's name.

Printing Standards-Based Report Cards

Log into **Measures** (as you did to *edit* your report cards), click on the **Performance Analysis** tab, click on **My Reports**, click on the **Report Cards** main menu button, then select **Print Report Cards** from the drop-down menu that appears. (see screen shot below)

Datawise MEASURES Performance Analysis Roster: 10/15/2008 3:38:53 PM (Current)
admin3's Preferred Students: 10,265 Students

My Reports | Select | Tools | **Report Cards** | Preferences | Maintenance | Help | Go To

Home

Student Profiles | Focus Reports | **Report Cards** | My One-Click Favorites | Easy-Analyze

Student Profiles

- [Student Profile](#)
- [English Learner Profile](#)
- [Student Attendance](#)

To retrieve the list of students with report cards that are available to print, click the **Retrieve** button (see below).

Print Report Cards

Beginning School Year: 2008
Reporting Period: 1
School: Jackson Heights - 2
Grade: 00
Teacher: Hadaway, Gladis - 231

Show Templates Done

Retrieve

This screen below is where you'll actually perform the printing task.

- To **edit** a report card, click on the edit icon (pencil)
- To **preview** a report card, click on the preview icon (page with magnifying glass)

Print Report Cards









Back Done

☐ Duplex **Print Selected**

*Printing multiple report cards may take a few minutes.

Template: Grade 00-06 Yr 08-09 Trimester 3
Beginning School Year: 2008
Reporting Period: 3

School: Ridgepoint Elementary
Grade: 06
Teacher: Michel, Cynthia

| <input type="checkbox"/> | Student ID | Student Name | Date Posted | Teacher |
|--------------------------|------------|---------------------------|---|-----------------|
| <input type="checkbox"/> | 30005250 | Brunkhorst, Samantha Joan |   | Michel, Cynthia |
| <input type="checkbox"/> | 30006683 | Espinoza, Ariadna |   | Michel, Cynthia |
| <input type="checkbox"/> | 30011332 | Foster, Anthanisha Jamara |   | Michel, Cynthia |
| <input type="checkbox"/> | 30001160 | Munoz, Diego |   | Michel, Cynthia |

To print your students' report cards, click on either the checkbox to the left of the individual Student ID, or click the main checkbox in the dark green area next to the **Student ID** to select all students.

Then simply click on the **Print Selected** button and that will produce a PDF file for you to save or print out. You also can select the **Duplex** checkbox to print out the report cards on both the front and back of each sheet of paper. (Note: In addition, you will have to setup your own printer settings to print duplex.)